

STANDARD OPERATING PROCEDURES (SOP)

M-Day Retirement Section Raleigh, North Carolina

Updated May 2013

MEMORANDUM FOR RECORD

3 May 2013

Subject: M-Day Retirement Section Standard Operating Procedures (SOP)

1. **Purpose.** The purpose of this Standard Operating Procedure (SOP) is to establish procedures and responsibilities of the M-Day Retirement Section of the North Carolina Army National Guard. The North Carolina Army National Guard Retirement Section provides information on benefits and entitlements in order to prepare Soldiers and their families for retirement. The section also ensures the understanding of the Reserve Component Survivor Benefit Plan (RC-SBP) Program.

2. References.

AR 140-185	
Army National Guard Information Guide on Non-Regular Retirement	
DD Form 108	(Application for Retired Pay)
DD Form 2656-5	(RC-SBP Election)
NGB 23A/B	(RPAS)
NGB 23D	(Twenty Year Letter)
OTAGNC Form 127-1-R	(Application for State Pension)
OTAGNC Form 600-201	(Election Retirement Placement)
SF 1199A	(Direct Deposit)
W-4P	(Tax Form)

3. **Scope.** This SOP applies to all personnel who plan to retire from the North Carolina Army National Guard.

4. **Objectives.** To properly inform our NCNG service members on the various retirement options, so that they can make complete, informed decisions on what retirement option best fits their needs.

5. Responsibilities.

a. Soldier Brief

- (1.) Briefs to be given at JFHQ auditorium during JFHQ drill, 2nd month of every quarter.
- (2.) Future regional training, TBA.

b. Yellow Ribbon

- (1.) Pre-Mobilization brief to service members. This brief focuses on those who have reached 18 to 20 years of military service. Available as vendor for in depth questions regarding retirement options and processes. Provide sanctuary counseling for service members reaching 18 years of active federal service while on Title 10.
- (2.) De-Mobilization brief to service members. This brief focuses on those who have reached 18 to 20 years of military service. Available as vendor for in depth questions regarding retirement options and processes.
- (3.) NGB 23D/Twenty year letter will not be published for the service member until they have returned from Title 10 service, and exhausted their accumulated leave.

c. Counseling (20 year letter recipient)

- (1.) Contact service member and Readiness NCO, to ensure the NGB 23D has been received.
- (2.) Schedule counseling's in reference to RC-SBP options and how they impact the service member.
- (3.) Counsel service member about state pension.

d. Counseling (age 58)

- (1.) Depending on retirement option chosen: service member should receive retirement packet form HRC Fort Knox.
- (2.) Ensure service member has all required retiree pay documents, to receive retired pay upon first eligible month.
- (3.) Ensure service member has all required documents to request state pension retired pay.

6. Additional Information

a. Office Number: 919-664-7565

b. Websites:

Retirement Services: <http://www.nc.ngb.army.mil/Services/Pages/Retirees.aspx>

National Archives: <http://www.archives.gov/>

HRC: <http://www.hrc.army.mil/>

IPERMS: <https://55.32.253.207/rms/>

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